



FACT SHEET

FISCAL OPERATIONS

Background

The Fiscal Management and Accountability Branch (FMAB) supports the Department of Alcohol and Drug Programs (ADP) by overseeing the accounting and reporting for the federal and state funds allocated for alcohol and other drug treatment and prevention services. These public funds are made available to counties and treatment providers via the Negotiated Net Amount (NNA) and/or Drug Medi-Cal (DMC) contracts. Specifically, FMAB:

- Settles year-end cost reports for counties and direct contract providers
- Processes and reconciles DMC claims
- Processes NNA and/or DMC contracts for counties and/or direct contract providers
- Maintains Master Provider File (MPF)

Settlement of Year-End Cost Reports

Counties and direct contract providers are required to submit annual year-end cost reports identifying actual expenditures of funds allocated by ADP. For the fiscal year ending June 30, cost reports are due to ADP by Nov.1 of the same calendar year. The annual reports are processed and reconciled by FMAB staff, who also offer instruction, training, technical assistance, and recommendations for settlements to county and direct contract providers.

Processing DMC Claims

The DMC claims process provides the payment mechanism for federal and state funds dedicated to the DMC program. As services are provided to eligible Medi-Cal beneficiaries by DMC-certified providers, claims are submitted to ADP via the Department of Mental Health's Information Technology Web Services system for adjudication through the Health Care Services' Short-Doyle Medi-Cal system. The FMAB staff provides training and technical assistance to providers for submitting claims.

DMC claims are tracked using various criteria such as specific treatment modalities; individual providers and their service facility locations; units of service billed, approved, and/or denied; and associated payments for approved services.

Processing NNA and DMC Contracts

FMAB develops the terms and conditions of the NNA and DMC contracts for the counties and direct contract providers. FMAB also prepares the necessary documents to establish NNA and DMC contracts between the counties and ADP, and between direct contract providers and ADP. When contracts have been fully executed, non-DMC federal and state funding is issued monthly, in arrears.

Maintaining Master Provider File

FMAB maintains the MPF, a database of alcohol and other drug treatment and prevention programs in California. By

maintaining the MPF — which is tied to several other databases within ADP— FMAB staff have the necessary information to make sure that reporting requirements are met.

For additional information, please contact the Fiscal Management and Accountability Branch at (916) 323-2043.